

June 17, 2016

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
June 17, 2016

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:02 AM AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Chairman William A. Schroeder; Anita M. Cummings, G.A. Finch, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris (by telephone), Assistant Executive Director and Jane Ryan (by telephone) Exemption Monitor; Annice Kelly, Roneta Taylor (by telephone), and Michael Quinlan (by telephone), Illinois Department of Central Management Services; LaShonda Hunt, Edwin Bowen (by telephone), and Karey Wanless (by telephone), Illinois Department of Corrections; and Nellie Viner, Illinois Department of Lottery.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD MAY 20, 2016

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY CHAIRMAN SCHROEDER, AND THE MOTION ADOPTED 5-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD MAY 20, 2016.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 5-0 TO CORRECT THE SCRIVENER'S ERROR IN THE PREVIOUSLY APPROVED MINUTES OF THE APRIL 15, 2016 MEETING TO REFLECT THAT JEFF SHUCK (NOT JOHN LOGSDON) INDICATED THERE WAS A MISCOMMUNICATION BETWEEN LABOR RELATIONS AND LEGAL AT CENTRAL MANAGEMENT SERVICES REGARDING THE ITEM VII PERSONNEL RULES AMENDMENT.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

At this time, in accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Department of Central Management Services

| <u>Agency</u> | <u>Total Employees</u> | <u>Number of Exempt Positions</u> |
|---|------------------------|-----------------------------------|
| Aging..... | 145 | 18 |
| Agriculture..... | 354 | 20 |
| Arts Council..... | 11 | 2 |
| Capitol Development Board..... | 44 | 0 |
| Central Management Services..... | 1,421 | 115 |
| Children and Family Services..... | 2,552 | 50 |
| Civil Service Commission..... | 4 | 0 |
| Commerce & Economic Opportunity..... | 305 | 70 |
| Commerce Commission..... | 60 | 0 |
| Corrections..... | 11,798 | 98 |
| Criminal Justice Authority..... | 54 | 7 |
| Deaf and Hard of Hearing Comm..... | 5 | 1 |
| Developmental Disabilities Council..... | 9 | 1 |
| Emergency Management Agency..... | 74 | 6 |
| Employment Security..... | 1,166 | 32 |
| Environmental Protection Agency..... | 699 | 18 |
| Financial & Professional Regulation..... | 432 | 49 |
| Gaming Board..... | 171 | 6 |
| Guardianship and Advocacy..... | 98 | 8 |
| Healthcare and Family Services..... | 1,960 | 26 |
| Historic Preservation Agency..... | 133 | 17 |
| Human Rights Commission..... | 15 | 2 |
| Human Rights Department..... | 127 | 9 |
| Human Services..... | 13,325 | 77 |
| Illinois Torture Inquiry Relief Commission..... | 2 | 1 |
| Independent Tax Tribunal..... | 1 | 0 |
| Insurance..... | 236 | 16 |
| Investment Board..... | 3 | 2 |
| Juvenile Justice..... | 1,091 | 27 |
| Labor..... | 81 | 11 |
| Labor Relations Board Educational..... | 9 | 3 |
| Labor Relations Board State..... | 15 | 2 |
| Law Enforcement Training & Standards Bd..... | 20 | 2 |
| Lottery..... | 141 | 8 |
| Military Affairs..... | 131 | 3 |
| Natural Resources..... | 1,278 | 32 |
| Pollution Control Board..... | 20 | 2 |
| Prisoner Review Board..... | 21 | 0 |
| Property Tax Appeal Board..... | 31 | 1 |
| Public Health..... | 1,130 | 40 |
| Racing Board..... | 2 | 1 |
| Revenue..... | 1,572 | 52 |
| State Fire Marshal..... | 123 | 12 |
| State Police..... | 1,040 | 10 |
| State Police Merit Board..... | 6 | 2 |
| State Retirement Systems..... | 111 | 3 |
| Transportation..... | 2,209 | 0 |
| Veterans' Affairs..... | 1,360 | 10 |
| Workers' Compensation Commission..... | 125 | 11 |
| TOTALS..... | 45,720 | 883 |

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

* * *

C. Requests for 4d(3) Exemption

Executive Director Daniel Stralka reported the following:

- The agencies asked to withdraw Items C, D, E, F, H1-H3, and I1-I4. Staff had no objection to these requests.
- As to Item G, this request is for a Deputy Director of Administrative Hearings in Central Management Services, a position that reports to the Director. The Bureau of Administrative Hearings was created by Executive Order 6 on April 29, 2016. The Bureau is going to investigate and determine whether the consolidation of administrative hearing and support functions across agencies would result in a more efficient system rather than the current system of agencies having their own dedicated administrative hearing sections. The Executive Order by its terms provides for a pilot period to expire on June 30, 2017 to accomplish this unless extended by the Governor's Office. As this position will have principal policy responsibility for administering this pilot program, it is entitled to an exemption. For these reasons, Staff recommended approval of this request but only for a term expiring on June 30, 2017. Annice Kelly, Deputy Director Designee, concurred with this representation and inquired if the approval could be conditioned so that it would automatically extend beyond June 30, 2017 if the pilot program is extended. Executive Director Stralka indicated it could not. He explained that agencies typically will come back before the Commission one to two months before the expiration of the term and request an extension which the Commission usually approves.
- As to Item J, this request is for a Deputy General Counsel position who reports to the General Counsel who reports to the Director. This position will have principal policy responsibility for the Lottery's Licensing program as well as Administrative Hearings. This includes program management responsibilities and not just providing legal advice. The Licensing program is one that is not part of the Private Management Agreement. There are approximately 8,000 licensed retailers throughout the State of Illinois. For these reasons, Staff recommended approval of this request. Nellie Viner, Lottery General Counsel, concurred with this presentation.

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, THE MOTION ADOPTED 5-0 TO ACCEPT THE WITHDRAWAL OF THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS:

C: Chief Labor Counsel (Corrections)

D: Chief Labor Counsel (Human Services)

E: Deputy Director of Operations (Corrections)

F: State Ombudsman Program Administrator (Aging)

H1: Assistant Warden of Programs, Joliet Treatment Center (Corrections)

H2: Assistant Warden of Operations, Joliet Treatment Center (Corrections)

H3: Deputy Chief of Intelligence/Investigations (Corrections)

I1: Immersion Site Director-Cook County (Children & Family Services)

I2: Immersion Site Director-Northern Region (Children & Family Services)

I3: Immersion Site Director-Central Region (Children & Family Services)

I4: Immersion Site Director-Southern Region (Children & Family Services)

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 5-0 TO GRANT THE REQUEST FOR 4D(3) EXEMPTION THROUGH JUNE 30, 2017 FOR THE FOLLOWING POSITION:

G: Deputy Director, Bureau of Administrative Hearings (Central Management Services)

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, THE MOTION ADOPTED 5-0 TO GRANT THE EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

J: Deputy General Counsel (Lottery)

The following 4d(3) exemption requests were withdrawn on June 17, 2016:

C. Illinois Department of Corrections

| | |
|------------------|---------------------------------------|
| Position Number | 40070-29-08-000-01-01 |
| Functional Title | Chief Labor Counsel |
| Incumbent | Vacant |
| Supervisor | Governor's Office Chief Labor Counsel |
| Location | Sangamon County |

D. Illinois Department of Human Services

| | |
|------------------|---------------------------------------|
| Position Number | 40070-10-00-000-00-01 |
| Functional Title | Chief Labor Counsel |
| Incumbent | Vacant |
| Supervisor | Governor's Office Chief Labor Counsel |
| Location | Sangamon County |

E. Illinois Department of Corrections

| | |
|------------------|--|
| Position Number | 40070-29-04-010-00-01 |
| Functional Title | Deputy Director of Operations |
| Incumbent | Michael P. Atchison |
| Supervisor | Chief of Operations who reports to the Public Safety Officer who reports to the Director |
| Location | Randolph County |

F. Illinois Department on Aging

| | |
|------------------|---------------------------------------|
| Position Number | 40070-47-00-100-00-01 |
| Functional Title | State Ombudsman Program Administrator |
| Incumbent | Vacant |
| Supervisor | Director |
| Location | Sangamon County |

H1. Illinois Department of Corrections

| | |
|------------------|--|
| Position Number | 40070-29-89-200-00-01 |
| Functional Title | Assistant Warden of Programs, Joliet Treatment Center |
| Incumbent | Vacant |
| Supervisor | Warden who reports to the Assistant Director who reports to the Director |
| Location | Will County |

H2. Illinois Department of Corrections

| | |
|------------------|--|
| Position Number | 40070-29-89-300-00-01 |
| Functional Title | Assistant Warden of Operations, Joliet Treatment Center |
| Incumbent | Vacant |
| Supervisor | Warden who reports to the Assistant Director who reports to the Director |
| Location | Will County |

H3. Illinois Department of Corrections

| | |
|------------------|--|
| Position Number | 40070-29-09-010-00-01 |
| Functional Title | Deputy Chief of Intelligence/Investigations |
| Incumbent | Vacant |
| Supervisor | Chief of Intelligence/Investigations who reports to the Director |
| Location | Sangamon County |

11. Illinois Department of Children and Family Services

| | |
|------------------|---|
| Position Number | 40070-16-00-600-00-01 |
| Functional Title | Immersion Site Director-Cook County |
| Incumbent | Vacant |
| Supervisor | Chief Deputy Director who reports to the Director |
| Location | Cook County (Chicago) |

12. Illinois Department of Children and Family Services

| | |
|------------------|---|
| Position Number | 40070-16-00-700-00-01 |
| Functional Title | Immersion Site Director-Northern Region |
| Incumbent | Vacant |
| Supervisor | Chief Deputy Director who reports to the Director |
| Location | Kane County (Aurora) |

13. Illinois Department of Children and Family Services

| | |
|------------------|---|
| Position Number | 40070-16-00-800-00-01 |
| Functional Title | Immersion Site Director-Central Region |
| Incumbent | Vacant |
| Supervisor | Chief Deputy Director who reports to the Director |
| Location | Sangamon County (Springfield) |

14. Illinois Department of Children and Family Services

| | |
|------------------|---|
| Position Number | 40070-16-00-900-00-01 |
| Functional Title | Immersion Site Director-Southern Region |
| Incumbent | Vacant |
| Supervisor | Chief Deputy Director who reports to the Director |
| Location | Jefferson County (Mount Vernon) |

The following 4d(3) exemption request was granted on June 17, 2016 through June 30, 2017:

G. Illinois Department of Central Management Services

| | |
|------------------|--|
| Position Number | 40070-37-00-030-00-01 |
| Functional Title | Deputy Director, Bureau of Administrative Hearings |
| Incumbent | Vacant |
| Supervisor | Director |
| Location | Cook County |

The following 4d(3) exemption request was granted on June 17, 2016:

J. Illinois Department of Lottery

| | |
|------------------|---|
| Position Number | 40070-45-02-100-00-01 |
| Functional Title | Deputy General Counsel |
| Incumbent | Vacant |
| Supervisor | General Counsel who reports to the Director |
| Location | Cook County |

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

B. None submitted

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY CHAIRMAN SCHROEDER, AND THE MOTION ADOPTED 5-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE THE MOTION ADOPTED 5-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

| | | | |
|------------------|------------|-----------------|------------|
| SCHROEDER | YES | CUMMINGS | YES |
| FINCH | YES | KREY | YES |
| URLACHER | YES | | |

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IX. RECONVENE THE OPEN MEETING

Upon due and proper notice the regular open meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Suite S-901, Chicago, Illinois at 11:30 a.m.

PRESENT

Chairman William A. Schroeder; Anita M. Cummings, G.A. Finch, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; and Andrew Barris (by telephone), Assistant Executive Director and Jane Ryan (by telephone), Exemption Monitor.

X. NON-MERIT APPOINTMENT REPORT

Set forth below is the number of consecutive non-merit appointments made by each department as reported by Central Management Services:

| Agency | 4/30/16 | 5/31/16 | 5/31/15 |
|---------------------------------------|----------------|----------------|----------------|
| Agriculture | 1 | 3 | 0 |
| Central Management Services | 6 | 6 | 2 |
| Children and Family Services | 1 | 2 | 3 |
| Emergency Management Agency | 1 | 1 | 0 |
| Employment Security | 3 | 3 | 0 |
| Financial and Professional Regulation | 1 | 2 | 0 |
| Healthcare and Family Services | 6 | 7 | 3 |
| Historic Preservation Agency | 1 | 1 | 0 |
| Human Services | 17 | 19 | 8 |
| Insurance | 1 | 2 | 0 |
| Natural Resources | 18 | 30 | 3 |
| Revenue | 0 | 0 | 6 |
| State Police | 1 | 0 | 0 |
| State Retirement Systems | 6 | 4 | 4 |
| Transportation | 1 | 0 | 0 |
| Workers' Compensation Commission | 1 | 2 | 0 |
| Totals | 65 | 82 | 29 |

XI. INTERLOCUTORY APPEAL

DA-53-15

| | | | |
|----------|---|-----------------------|---|
| Employee | Tracy W. Mix | Appeal Date | 6/30/15 |
| Agency | Transportation | Decision Date | 6/03/16 |
| Type | Discharge | ALJ | Andrew Barris |
| Issue(s) | Failure to appear at scheduled hearing. | Proposal for Decision | Dismissed subject to approval of Commission; default. |

IT WAS MOVED BY CHAIRMAN SCHROEDER, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE EMPLOYEE’S FAILURE TO ATTEND THE MAY 27, 2016 HEARING DATE CONSTITUTES A DEFAULT, RESULTING IN THE DISMISSAL OF HIS APPEAL.

**SCHROEDER YES CUMMINGS YES
FINCH YES KREY YES
URLACHER YES**

XII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-14-15 ON REMAND FROM CIRCUIT COURT (2015-MR-273)

| | | | |
|-----------------------|---|----------------|---|
| Employee | Daniel R. Stinnett | Appeal Date | 9/23/14 |
| Agency | Human Services | Decision Date | 2/20/15 |
| Type | Discharge | ALJ | Andrew Barris |
| Proposal for Decision | 90-day suspension plus the duration of his suspension pending discharge. | Final Decision | Proposal for Decision affirmed and adopted. |
| Remanded 3/01/16 | Decision imposing a suspension for a period of 90 days plus the duration of his suspension pending discharge is not supported by the record; remanded to review the record and determine what discipline is appropriate, short of a suspension for a period of 90 days plus the duration of his suspension pending discharge. | | |

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED THAT THE WRITTEN CHARGES FOR DISCHARGE REMAIN PARTIALLY PROVEN AND WARRANT A 45-DAY SUSPENSION PLUS THE DURATION OF STINNETT’S SUSPENSION PENDING DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED FEBRUARY 20, 2015 AND IN ACCORDANCE WITH THE ORDER FROM THE CIRCUIT COURT.

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SCHROEDER YES CUMMINGS YES
FINCH YES KREY YES
URLACHER YES

DA-28-16

| | | | |
|-------------|-------------------|--------------------------|-------------------|
| Employee | Fee Habtes | Appeal Date | 12/22/15 |
| Agency | Veterans' Affairs | Decision Date | 06/03/16 |
| Appeal Type | Discharge | Proposal for Decision | Discharge upheld. |
| ALJ | Andrew Barris | | |

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE PARTIALLY PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED JUNE 3, 2016.

SCHROEDER YES CUMMINGS YES
FINCH YES KREY YES
URLACHER YES

DA-34-16

| | | | |
|-------------|--------------------|--------------------------|-------------------|
| Employee | Mary Alice Stouffe | Appeal Date | 1/15/16 |
| Agency | Human Services | Decision Date | 6/02/16 |
| Appeal Type | Discharge | Proposal for Decision | Discharge upheld. |
| ALJ | Andrew Barris | | |

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED JUNE 2, 2016.

SCHROEDER YES CUMMINGS YES
FINCH YES KREY YES
URLACHER YES

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XIII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-54-16

| | | | |
|-------------|-----------------|-----------------------|-----------------------|
| Employee | Miriam Persangi | Appeal Date | 5/23/16 |
| Agency | Human Services | Decision Date | 6/01/16 |
| Appeal Type | Discharge | Proposal for Decision | Dismissed; withdrawn. |
| ALJ | Andrew Barris | | |

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY CHAIRMAN SCHROEDER, AND BY ROLL CALL VOTE OF 5-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL.

| | | | |
|------------------|------------|-----------------|------------|
| SCHROEDER | YES | CUMMINGS | YES |
| FINCH | YES | KREY | YES |
| URLACHER | YES | | |

XIV. STAFF REPORT

Executive Director Daniel Stralka reported:

- There is no fiscal year 2017 budget yet. He noted that the Commission was appropriated \$25,000 for fiscal year 2017 in the recently proposed stopgap budget, but this was viewed as an incomplete appropriation.
- He brought the Commissioners up to date on the long standing issue regarding the Staff Assistant positions at the Illinois Department of Transportation. There appears to have been minimal activity towards any sort of long term resolution of the manner in which the agency classifies its technical positions. After additional discussion in which all the Commissioners participated, it was the consensus to draft a letter to the Special Master ensuring they are aware of the Commission's interest in this matter.
- Automobile insurance certifications were to be completed by the Commissioners and returned to him.
- The Governor's Office appears to be working on a resolution of the issue of unpaid travel vouchers. He will keep the Commissioners advised of any updates.

Assistant Executive Director Barris addressed recent cases involving the Commission in which a higher court stressed that the Commission must provide specific detailed reasons on a signature sheet if the Commission's decision differs from the Administrative Law Judge's Proposal for Decision. Executive Director Stralka added that is why it is beneficial for a Commissioner to contact or email the Administrative Law Judge anytime there is a concern with a Proposal for Decision. This will allow Staff to get started on an alternate signature sheet that will meet this judicial standard.

XV. REVIEW OF CLOSED MEETING MINUTES PURSUANT TO OPEN MEETINGS ACT

After reviewing the closed minutes in the share drive and determining that no requests for the closed minutes have been made in the last six months, Assistant Executive Director Barris determined that the need for confidentiality still exists.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 THAT AFTER REVIEW OF CLOSED MEETING MINUTES PURSUANT TO THE OPEN MEETINGS ACT, THE NEED FOR CONFIDENTIALITY STILL EXISTS AS TO ALL THOSE MINUTES.

| | | | |
|------------------|------------|-----------------|------------|
| SCHROEDER | YES | CUMMINGS | YES |
| FINCH | YES | KREY | YES |
| URLACHER | YES | | |

XVI. APPROVAL OF THE DESTRUCTION OF THE AUDIO VERBATIM RECORDINGS OF CLOSED SESSIONS PRIOR TO JULY 2014 IN ACCORDANCE WITH THE OPEN MEETINGS ACT

Executive Director Stralka explained that he retains audio verbatim recordings of Closed Session deliberations for two years which is in excess of the minimum required by the Open Meetings Act. Commissioner Finch inquired how these are maintained and destroyed. Executive Director Stralka stated that a copy is kept on the hard drive of the Chicago computer. These files are deleted as approved by the Commission. He acknowledged that they could likely be retrieved by experts from the hard drive if necessary and inquired if the Commissioners would like a more secure method of disposal. He noted that there has never been a request for a copy of these recordings. The Commissioners concurred with Commissioner Cummings that the present method is sufficient.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 THAT THE DESTRUCTION OF THE AUDIO VERBATIM RECORDINGS OF CLOSED SESSIONS PRIOR TO JULY 1, 2014¹ IS APPROVED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

| | | | |
|------------------|------------|-----------------|------------|
| SCHROEDER | YES | CUMMINGS | YES |
| FINCH | YES | KREY | YES |
| URLACHER | YES | | |

¹ The Commission voted on July 15, 2011 to maintain verbatim recordings for a minimum of 24 months before destruction.

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XVII. CONSIDERATION OF RESCHEDULING THE AUGUST 19, 2016 MEETING

Chairman Schroeder explained the reason for his request to change the date of the meeting which all Commissioners were in agreement with. He also proposed increasing the number of Springfield meetings for the coming year by one. Executive Director Stralka indicated that the meeting schedule for 2017 will be considered by the Commission's October meeting.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO CHANGE THE AUGUST 2016 MEETING FROM FRIDAY, AUGUST 19, 2016 to MONDAY, AUGUST 22, 2016:

| | | | |
|------------------|------------|-----------------|------------|
| SCHROEDER | YES | CUMMINGS | YES |
| FINCH | YES | KREY | YES |
| URLACHER | YES | | |

XVIII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, July 15, 2016 at 11:00 a.m. in the Commission's Chicago office.

XIX. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 11:45 A.M.